BEST BEST & KRIEGER
ATTORNEYS AT LAW

April 2, 2008

MEMORANDUM

RECEIVED
APR 7 2008
CITY OF LAFAYETTE

TO: PUBLIC AGENCY CLIENTS

FROM: BEST BEST & KRIEGER LLP

RE: MANDATORY ETHICS TRAINING (AB 1234)

This is an important reminder to you that 2008 is the designated year that your public agency officials and designated employees are required to receive at least two hours of training in general ethics principles and ethics laws relevant to their public service pursuant to Gov. Code § 53235.

The law requires any employees designated by your agency's legislative body to also receive this training every two years. Because of the complexity of the public service ethics laws, it is our recommendation you seriously consider including all decision-making officials and employees required to file disclosure statements (Form 700) under your agency's conflict of interest code. These employees are defined as "public officials" pursuant to Gov. Code § 82048 and would benefit from our comprehensive training.

The mandated subject matter of the AB 1234 Ethics Training covers portions of the Political Reform Act, prohibited interests in contracts (Gov. Code § 1090), Public Records Act, Ralph M. Brown Act, and other ethics laws including issues involving gifts to public officials and employees, misappropriation of public funds, misuse of public resources and new expense reimbursement requirements for public officials.

In 2007, our firm established a new Public Policy & Ethics Group of experienced attorneys that offers proactive training on ethics laws and public integrity best practices. Our training program also includes our comprehensive Ethics Law reference notebook as a user friendly resource tool for your on-going use. Our training is certified for AB 1234 compliance. Certificates of completion will be provided to all participants who have taken this training. We have included a courtesy copy of our ethics notebook for your agency. Each attendee will also receive a copy which will be updated during the year.

The updates will include important changes in the law and legal memoranda highlighting important compliance issues.

If you would like to schedule a training or learn more about our program, please contact Kathleen McNeill at 949-263-2601.

Grover C. Trask
Sonia Carvalho

cc: Filing Officers

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Robbins, Joanne

From: Kathleen McNeill [Kathleen.McNeill@bbklaw.com]
Sent: Tuesday, April 29, 2008 3:35 PM
To: Robbins, Joanne
Cc: Malathy Subramanian
Subject: Ethics Training

Due to the increasing complexity and breath of ethics laws in California, BB&K has created its "Public Policy and Ethics Group" (PPEG). This team of experienced attorneys has expertise on issues associated with ethics. The PPEG can provide you with a three hour ethics training program that meets the requirement of AB 1234 which will include:

Check in and distribution of materials
Two hour presentation
Q&A

At each training there will be two BB&K attorneys presenting. Certificates of completion will be provided along with a comprehensive ethics resource notebook that includes legal memorandums and a 2008 Conflicts of Interest Pocket Guide.

The cost of this training program is $1500.00 for up to six individuals, including all materials. Any additional attendees will be charged at $175 per person. This charge will be billed to you on a separate invoice. The attorneys will also charge for their travel time.

If you are interested in scheduling a training please send me an email with 2-3 potential dates and times. I will check available dates with our training team and get back to you.

Kathleen McNeill
Best Best & Krieger,LLP
Marketing Event Coordinator and Regional Liaison
949-263-2601 x 6501

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Recertification Date

Title	Last Name	First Name	Recertification Date
Administrative Services Director	Robinson	Tracy	5/25/2008
Circulation	Hiden	Lynn	12/30/2008
Circulation	Holit	G. Eugene	8/24/2008
Circulation	Hughes	Richard	8/24/2008
Circulation	Poling	Elllen	8/24/2008
Circulation	Ross	Michael	12/30/2008
Circulation	Sevilla	Cindy	8/25/2008
Circulation	Wood	Mary Jane	12/21/2008
City Clerk	Robbins	Joanne	6/8/2007
City Council	Anderson	Mike	8/24/2008
City Council	Andersson	Brandt	01/17/2010
City Council	Anduri	Carl	12/30/2008
City Council	Federighi	Carol	8/24/2008
City Council	Tatzin	Don	8/24/2008
City Manager	Falk	Steven	8/24/2008

Title	*Last Name*	*First Name*	*Recertification Date*
Community Development Dir.	Merideth	Ann	8/24/2008
Design Review	Cleaver	Robert	10/16/2008
Design Review	Hertel	Kenneth	8/24/2008
Design Review	Lee	Tom	8/24/2008
Design Review	Marquand	William	11/30/2009
Design Review	Ward	Tim	10/10/2008
Emergency Preparedness	Heckle	Michelle	1/2/2009
Emergency Preparedness	Hoover	Sherry	8/24/2008
Emergency Preparedness	Lothrop	Fred	8/24/2008
Emergency Preparedness	Stuart	John	8/24/2008
Engineering Services Mgr.	Coe	Tony	5/25/2008
Financial Services Mgr	Silva	Gonzalo	5/25/2008
Parks Trails & Recreation	Lobron	Robert	05/14/08
Parks Trails & Recreation	Poole	Mark	12/10/2009

Title	*Last Name*	*First Name*	*Recertification Date*
Parks, Trails & Recreation	Bellenger	Geoffrey	8/25/2008
Parks, Trails & Recreation	Edmunds	Michelle	12/1/2008
Parks, Trails & Recreation	Hill	Alison	8/24/2008
Parks, Trails & Recreation	Lobron	Robert	05/14/2008
Parks, Trails & Recreation	Nelson	Judy	8/24/2008
Parks, Trails & Recreation	Peacock	Jeff	8/24/2008
Parks, Trails & Recreation	Read	Peter	8/24/2008
Parks, Trails & Recreation	Singer	Carol	10/9/2008
Parks, Trails & Recreation Director	Russell	Jennifer	8/25/2008
Planning & Building Service Mgr.	Srivatsa	Niroop	8/24/2008
Planning Commission	Ateljevich	Jeanne	8/25/2008
Planning Commission	Chastain	Thomas	8/24/2008
Planning Commission	Curtin-Tinley	Patricia	8/23/2009
Planning Commission	Holt	Dick	8/24/2008
Planning Commission	Humann	Rick	8/24/2008
Planning Commission	Lovitt	Will	8/24/2008
Planning Commission	Mitchell	Mark	8/24/2008
Police Chief	Hubbard	Mike	05/01/2008

Title	*Last Name*	*First Name*	*Recertification Date*
Public Works Manager	Lefler	Ron	12/29/2008